



Office of Arts and Culture Panelist Guidelines

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ABOUT THE OAC

The City of Sacramento’s Office of Arts and Culture (OAC) is dedicated to supporting, promoting, and advancing the arts throughout Sacramento. Together with other city and civic partners, the Office of Arts and Culture is working toward development of a vibrant and just creative economy in Sacramento. It serves as a source of information on the state and impact of the creative economy and works cross-functionally within City government to achieve shared goals.

REVIEW PANELS

The Office of Arts and Culture utilizes the expertise of review panels to evaluate applications submitted for consideration to our funding programs. Review panelists play a critical role in the government grantmaking process by providing expert evaluation of grant applications, ensuring a fair and transparent assessment based on established criteria, and promoting accountability and responsible allocation of public funds.

Panelists are selected based on the needs of the panel with the goal of creating a diverse pool of panelists in terms of experience, background, and demographics. Serving as a panelist provides the opportunity to learn more about the grantmaking process, network with professionals in your field, and support equitable grantmaking outcomes.

PANELIST CRITERIA

Panelists must meet the following criteria:

- Must be at least 18 years of age.
- Have computer access and a reliable internet connection.
- Have the ability to carry out all tasks outlined in the [Panelist Duties](#).
- Have the ability to maintain the standards outlined in the [Panelist Code of Conduct](#).
- Selected panelists must register as a supplier through the [Ebid Portal](#) and obtain a [Business Operations Tax Certificate](#) which is required for all individuals doing business with the City.

PANELIST EXPECTATIONS

Orientation

All panelists must attend an orientation meeting before they begin their duties. This is an opportunity for staff and panelists to meet, discuss the panel review process, and learn about the funding opportunity guidelines, review criteria, and scoring rubric.

Conflict of Interest Disclosure

The Office of Arts and Culture maintains a strict conflict of interest policy to ensure the credibility of its panel review process. Each panelist is required to carefully review their professional and personal affiliations and assess any conditions which might create a conflict of interest. All potential areas of conflict must be included within the signed Disclosure Statement.

Panelist Duties

The primary responsibility of a panelist is to assist the OAC in carrying out their goals and objectives in a way that is fair, transparent, and best serves the Sacramento public. Panelists will be expected to perform the following tasks:

- Attend a mandatory orientation and have a firm understanding of the panelist role.
- Review and adhere to the applicable Panelist Handbook.
- Review and adhere to the OAC Panelist Code of Conduct.
- Review, complete, and adhere to the OAC Conflict of Interest Policy.
- Review the applicable program guidelines, review criteria, and scoring rubric.
- Carefully read, assess, and score assigned applications.
- Prepare scores and comments for each assigned application prior to panel meetings to ensure fair, professional, and constructive contribution to the discussion.
- Present and discuss results within one or more virtual or in-person panel review meetings.
- Submit payment processing information in a timely manner, if applicable.

Panelist Code of Conduct

Panelists act in an official capacity for the City of Sacramento and will be held to the following standards:

- Panelists should thoroughly review the OAC Conflict of Interest Policy and disclose all conflicts.
- Panelists should set aside personal proclivity or bias during the review process.

- Panelists should treat all applicants and participants of the grantmaking process with fairness, dignity, and respect.
- Panelists should approach each application with precision and equal consideration.
- Panelists should approach each application with empathy and open-mindedness.
- Panelists should relate their comments only to the materials within the application and the applicable review criteria and scoring rubric.
- Panelists should maintain a high level of professionalism when discussing applications.
- Panelists should refrain from making broad generalizations or providing unwarranted or excessive negative or positive feedback.
- Panelists should not communicate with any applicant regarding their application and should direct all inquiries to OAC staff.
- Panelists should restrict discussion and deliberation to the review panel.
- Panelists should refrain from disclosing panel results in advance of official OAC notice.

Panelist Code of Conduct violations may result in removal from panelist duties.

PANELIST APPLICATION PROCESS

Prospective panelists must complete the Office of Arts and Culture Panelist Application available on the OAC’s Submittable portal page at saccityarts.submittable.com. Applicants will be placed within our potential panelist pool for up to three years and may be identified for service based on future panel needs. Applicants selected to serve on a review panel will be contacted by OAC staff.

Selected panelists will be eligible to receive an honorarium for their time and commitment. Honorarium may vary based on the needs of the panel and available funding.

RESOURCES AND INFORMATION

Stay Informed

- OAC website: www.cityofsacramento.gov/ccs/oac
- Newsletter: [Subscription link](#).
- Social media: [Facebook](#), [Instagram](#), [LinkedIn](#).
- YouTube: [YouTube channel](#)

Questions

For questions about the Office of Arts and Culture Panelist Application or to request large print materials, please contact OAC staff.

- Email: saccityarts@cityofsacramento.org.
- Phone: 916-808-3992